

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No. 15HR-10

September 14, 2015

TO: All employees, All Agencies

OPEN TO: All interested Candidates

POSITION: Security Investigator, FSN-9 (FP-5, AEFM only)

OPENING DATE: September 15, 2015

CLOSING DATE: September 29, 2015

WORK HOURS: Full-time: 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Lome is seeking an individual for the position of **Security Investigator**, in the Regional Security Office.

To apply, please go to: <http://Togo.usembassy.gov/vacancies.html>

BASIC FUNCTION OF POSITION

The incumbent serves as Embassy Lome's Foreign Service National Investigator (FSNI). Provides investigative support to all United States Government (USG) agencies within Togo as directed by the Regional Security Officer (RSO). Maintains liaison with all host government's security and police organizations. Supervises Togolese soldiers and gendarmes who help guard Embassy perimeters. Will occasionally be asked to assist RSO in response to emergency situations involving Americans or locally engaged staff. The position will be asked to meet these demands in high-stress and possibly dangerous environments.

The major duties and responsibilities are listed starting on page 4.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** A University degree in one of the areas of studies listed below is required.
Agriculture and Related Sciences. Architecture and Planning ; Area, Ethnic, Cultural, and Gender Studies ; Arts, Visual and Performing ; Biological and Biomedical Sciences ; Business ; Communication and Journalism ; Communications Technologies
Computer and Information Sciences ; Education ; Engineering ; Engineering Technologies ; English Language and Literature
Health Professions and Related Clinical Sciences ; History ; Languages, Literatures, and Linguistics ; Law and Legal Studies ;
Liberal Arts and Sciences, General Studies, and Humanities ; Library Science ; Math and Statistics ; Multi/Interdisciplinary Studies ;
Natural Resources and Conservation ; Philosophy and Religion ; Physical Sciences ; Psychology ; Public Administration and Social Services ; Science Technologies ; Social Sciences.
- 2. Work experience:** Two to three years' experience in law enforcement or investigative type work with a military, police or private security organization is required.
- 3. Language:** Level 4 (fluent) speaking and reading English is required.
- 4. Knowledge:** Thorough working knowledge of documentary sources of information and familiarity with local and regional laws pertaining to marriage, divorce, adoption, military service, etc.
- 5. Skills and abilities**
Must have ability to conduct investigations at all levels within Togo. Professional and positive personality is necessary to have access to host government's police and security agencies. Ability to exercise initiative and resourcefulness in obtaining information or evidence. Must have a driver's license (category B) and be expert in driving cars/vans. Must be computer literate.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Before applying, please make sure you carefully read the application instructions on the website.

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **and**
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

WHERE TO SUBMIT APPLICATION? All application documents **MUST** be scanned (PDF file) and submitted to: HROLome@state.gov

CLOSING DATE FOR THIS POSITION: SEPTEMBER 29, 2015

The U.S. Mission in Lome provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Audu M. Besmer
Management Officer

DUTIES AND RESPONSIBILITIES

I – PRE-EMPLOYMENT SECURITY & SUITABILITY INVESTIGATIONS

This position is responsible for completion of pre-employment security and suitability investigations for all Foreign Service National (FSN) employees in Togo as directed by the RSO. This includes FSNs for the State Department and Peace Corps as well as local guard force contractors working at the Embassy. The investigation involves personal interviews, reference checks, police checks, and neighborhood verification. This position is also responsible for conducting the required five years update on all FSN and contract employees.

II – LIAISON & PROTECTIVE SECURITY

As directed by the RSO, this position is responsible for maintaining liaison with police and security forces at the highest levels of the Government of Togo (GOT); assists the RSO in obtaining Togolese assistance with investigations, both security and criminal; arranges for protective security of VIPs that visit Togo; participates in exchange of information relative to criminal terrorist activities. Position is also responsible for various security escorts and emergency response to accident and crime scenes with the RSO or independently.

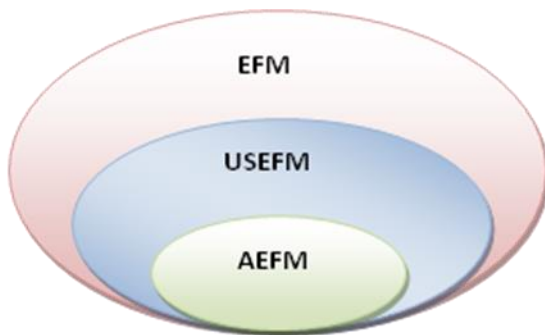
III – MISCELLANEOUS INVESTIGATIVE RESPONSIBILITIES

1. The position is responsible for completing miscellaneous investigations that are required by the Department of State and other Foreign Service Posts.
2. The position is responsible for assisting and advising the RSO and other Federal investigators in investigations involving allegations of fraud, theft, embezzlement, or other violations of law

IV – OTHER DUTIES AS ASSIGNED BY REGIONAL SECURITY OFFICER

1. Obtains reports regarding traffic incidents, thefts, and deaths.
2. Assists Embassy in protocol duties involving visiting dignitaries, including participating in airport arrivals and departures.
3. Assist in conducting interviews and disposition of crank visitor to Embassy facilities.
4. Primary liaison to 12 man GOT military attachment assigned to protect enhanced security compound.
5. Supervises an Assistant FSNI.
6. Assists RSO in organizing trainings for Togolese security personnel.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, *provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References